TennCare TCMIS Security/Information Request Form

NOTE: A signed original Security Access Agreement form must be submitted before IDs can be assigned.

Employee's Manager: Complete the information on this form and submit to the TennCare Security Administrator. If you are not an approving manager, forward the completed form to an authorized approving manager for submission to the TennCare Security Administrator.

Page one is required and must be fully completed.

Instructions and forms are available on the TennCare Security Administration web page.
http://www.intranet.state.tn.us/finance/oir/tenncare/TennCare_Information_Security_Request.html

☐ Initiate Access   ☐ Change Access ☐ Delete Access (Effective Date: _____)

Requestor (enter name)	Date Sent	Requestor's E-mail Address
Requestor's Phone #	**(Changes must be initiated by a new form)**	

Requestor - the person filling out this form on behalf of the new/modified user. **(Required)**

Approver (enter name)	Date Sent	Approver's E-mail Address
Approver's Phone #	**(Changes must be initiated by a new form)**	

Approver - ONLY a person on **TENNCARE's LIST** *of authorized access approvers.* **(Required)**

For security admin use only: Date Received: _____

☐ **Original** "State of Tennessee Computer Access Security Agreement" form signed sent to TennCare security team
            (TennCare Security Administration, 310 Great Circle Road, suite 2 West, Nashville, TN 37243)

☐ Interagency access agreement/memorandum exists.

User Information Required for Access (Employee Data)

Employee Type: ☐ State Employee ☐ Contract Employee ☐ Non-State Employee

Company Name _____

Classification: ☐ New   ☐ Current   ☐ Temp   ☐ Support Center

*RACFID: _____   ☐ Transfer from another unit   Unit: _____
*(leave blank if this form is being submitted with the State of Tennessee Computer Access Security Agreement. Original Signed Copy Required)

_____
Social Security Number

Last Name	First Name	Middle Initial

_____   _____
Department   Location
If you are a TennCare employee, select your TennCare Unit from one of the lists below.

_____   _____
TennCare Unit   TennCare Unit

Work Phone (required)	Extension (required)	Employee E-mail Address (required)

Comments:

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Justification for TennCare Access

Access is needed to perform job responsibilities as _____ **in** _____
           (Title of Position)   **(Business Unit/Organization)**

Justification: *(Specify duties that justify requested access - don't be shy, tell us what we need to know)*

If the access is based on a temporary activity such as testing or training, please indicate here: _____.

Returned to requestor on date: _____ - please supply additional justification and/or _____.

Unspecified Access

Please describe the access needed that is otherwise not represented in this form.
Access:

Returned to requestor on date: _____ - please supply additional description and/or _____.

For security admin use only: Requested Date: _____   Completion Date: _____

Bureau of TennCare Type of Access (Check all that apply)

☐ STATE NETWORK
        3270 Attachmate mainframe connection supplied.
        Groupwise account supplied **UNLESS** box is checked. ☐

☐ PC SAS Modules: ☐ ETS   ☐ STAT
                   ☐ GRAPH   ☐ Assist
                   ☐ ODBC   ☐ MAP
                   ☐ BASE   ☐ Other _____

☐ Mainframe through INTERNET (Host-on-Demand)   **(RFS#_____)**

List any other special access needs: _____

For security admin use only: Requested Date: _____   Completion Date: _____

☐ ROSCOE   ☐ ROSCOEC   ☐ TOPS (TennCare Online Purchasing System)   **(RFS#_____)**

For security admin use only: Requested Date: _____   Completion Date: _____

☐ TSOC   ☐ TSOA   ☐ TSOAX   ☐ TSOCX   **(RFS#_____)**

For security admin use only: Requested Date: _____   Completion Date: _____

☐ STARS   ☐ ACCENT   ☐ SOLQ   ☐ MULT

GROUP / TRANSACTIONS: ☐ Inquiry ☐ Update

☐ POST (Property of the State of Tennessee system)

For security admin use only: Requested Date: _____   Completion Date: _____

TennCare TCMIS Security/Information Request Form

TennCare Connectivity Requirements (Check all that apply)

State VPN (mark one or both) ☐ from Public Internet ☐ from Vendor Campus **(RFS#_____)**

Please list the facilities to which access will be needed via VPN, e.g. tnftp.nash.tenn:

For security admin use only: Requested Date: _____ Completion Date: _____

Windows Domain Access

This section is for users who need the following;

SE:
- Change files on the Project WorkBook (PWB)
- Access the EDS shared drive, or
- Remote Desktop Access in to servers.

RRI:
- Data Entry Accounts for Operators, SQA, Supervisors, Auditors, Keyers, etc...

Domain Account Type(s):

☐ TennCare (310 Great Circle Production: EDS Shared Drive)   ☐ Other _____

☐ DTT (310 Great Circle Development: EDS Development Servers)   ☐ RRI (Imaging and Data Entry Accounts)

Domain Groups: Check One Or More; These groups allow access to EDS domains at 310 Great Circle Road for updating PWB content, EDS shared drive folders, and RRI Imaging application accounts.

			RRI:
☐ AVRS	☐ Fraud & Abuse	☐ Reference	
☐ Claims	☐ Information Mgt	☐ SA - Win	☐ Keyer
☐ Conversion	☐ Infrastructure	☐ SA - DBA	☐ SQA
☐ Drug Rebate	☐ Internet Team	☐ SA - UNIX	☐ Indexer
☐ EDI	☐ MAR	☐ Systems	☐ Auditor
☐ Eligibility	☐ Oracle Apps	☐ Tech Writers	☐ Scan
☐ Enrollment	☐ PM Support	☐ Testers	☐ Inventory
☐ EPSDT	☐ Project Mgrs	☐ TPL	
☐ Financial	☐ Quality	☐ Training	☐ Other

For security admin use only: Requested Date: _____ Completion Date: _____

☐ **SECNET** (OIR Production Windows Domain)   **(RFS#_____)**
Please select the window servers you need to access in the "**Server Level Access Requirements**" section.

For security admin use only: Requested Date: _____ Completion Date: _____

FTP Access

FTP Server: tnftp.nash.tenn

Please specify the directories to which access is needed and the type of access (read/write/both) needed. Separate directory edge names with a "->" character pair, e.g. MC9999 -> in -> in834.

<u>Access</u>	<u>Directory</u>
<u>read</u>	_____
<u>read</u>	_____
<u>read</u>	_____
comments:	

Returned to requestor on date: _____- please supply additional description and/or _____.

For security admin use only: Requested Date: _____ Completion Date: _____

TennCare TCMIS Security/Information Request Form

TennCare interChange Application

Select I for Inquiry. This will grant you all the inquiry profiles below.

Select U for Update. If you select update, you must select one or more of the appropriate interchange Profile Options below.

* Inquiry Profiles

**Update profiles require "update" Oracle Database Access. The specific Oracle database access needed is listed under the application.

To understand restricted profiles, see this link on the workbook.

http://pwb.tenncare.nash.tenn/tennessee/Administrative/security/restrictedProfiles.aspx

__ **Production Windows**   __ **User Acceptance Windows**   __ **Training Windows**
     (tnmisp1)   (tnmisa1)

__ **Test Windows**   __ **Model Office Windows**
     (tnmist1)   (tnmism1)

Model After: (enter user's RACF ID) _____

For security admin use only:

Requested Date: _____   Completion Date: _____

For security admin use only: ☐ **CITRIX**   (RFS#_____)

Requested Date: _____   Completion Date: _____

---

interChange Profile Options   Check All That Apply

☐ AVRSSECURITY **	☐ MCCAPADJINQ *	☐ RECIPLOCUPDATE **
☐ CLAIMADJUSTCLERK **	☐ MCCAPADJUPDATE **	☐ RECIPMEDICAREUPDT **
☐ CLAIMENCOUNTER **	☐ MCCLERK **	☐ RECIPOVERLAPASSIGN **
☐ CLAIMINQUIRE *	☐ MCCLERKINQ *	☐ RECIPUPDT **
☐ CLAIMRESOCLERK **	☐ MCRECIPASSIGN **	☐ REFCLAIMS **
☐ CLAIMRESOSUPER **	☐ MCSUPERVISOR **	☐ REFCLAIMSINQUIRE *
☐ CONTRACTMGTUPDT **	☐ PATLIABUPD **	☐ REFERENCE *
☐ DRUGREBATEINQUIRE *	☐ PMPDISENROLLAPPROVE **	☐ REFNONCLAIM **
☐ DRUGREBATESUPER **	☐ PMPDISENROLLCLERK **	☐ REFNONCLAIMINQUIRE *
☐ EPSDTINQUIRE *	☐ PMPINQUIRY *	☐ REFTABLEMAINT **
☐ EPSDTUPDATE **	☐ PMPUPDATE **	☐ REPORTDIST **
☐ FINACCTRECINQ *	☐ POSINQUIRE *	☐ RESETPASSWORD **
☐ FINACCTRECUPDT **	☐ PROAVRS **	☐ RPTSCUSTMR **
☐ FINCASHRCPTINQ *	☐ PROVCORRESPOND **	☐ RPTSSUPER **
☐ FINCASHRCPTUPDT **	☐ PROVINQUIRY *	☐ RPTSUSER **
☐ FINCHECKBANNERINQ *	☐ PROVLISTREPORT **	☐ RPTSVENDOR **
☐ FINCHECKBANNERUPDT **	☐ PROVRESTRICTSVCS **	☐ SECURITY **
☐ FINCHECKINQUIRY *	☐ PROVUPDT **	☐ SIEBELPSWD*
☐ FINCHECKREISSUE **	☐ RECIP590UPDT **	☐ STATESECURITY **
☐ FINCHECKVOID **	☐ RECIPADDRESS **	☐ SYSTEMPARMINQUIRE *
☐ FINEXPENDACTIVATE **	☐ RECIPBLUPDT**	☐ SYSTEMPARMUPDATE **
☐ FINEXPENDINQ *	☐ RECIPCOMMENT **	☐ TPLARUPDATE **
☐ FINEXPENDUPDT **	☐ RECIPELIGRESTRICT **	☐ TPLCASETRACKINQ *
☐ FINLIENINQUIRY *	☐ RECIPELIGUPDT **	☐ TPLCASETRACKUPDT **
☐ FINLIENUPDATE **	☐ RECIPEPSDTABNORMAL **	☐ TPLHIPPUPDATE **
☐ FINMASSARUPDT **	☐ RECIPEPSDTUPDT **	☐ TPLINQUIRY *
☐ FINPAYHOLDINQ *	☐ RECIPFACUPDT **	☐ TPLTABLEMAINTINQ *
☐ FINPAYHOLDUPDT **	☐ RECIPINQ *	☐ TPLTABLEMAINTUPDT **
☐ FINTABLEMAINTINQ *	☐ RECIPLABEL **	☐ TPLUPDATE **
☐ FINTABLEMAINTUPDT **	☐ RECIPLINKING **	☐
☐ LETTERS **	☐ RECIPLOCDELETE **	☐
☐ MARSACCESS *	☐ RECIPLOCKINUPDATE **	☐

TennCare TCMIS Security/Information Request Form

Sun / Unix Access (Check Access Levels)

Check servers and select the access that you need: (Write or Read and Write access for Authorized Users Only).

☐ **ssh** __ **Sun1** Requested Date: _____ Completion Date: _____

__ **Sun2** Requested Date: _____ Completion Date: _____

__ **Sun0** Requested Date: _____ Completion Date: _____

__ **Sun4 (SAS only)** Requested Date: _____ Completion Date: _____

Admin Groups - Applies to Database Administrators.
Application Groups - Applies to Application Developers.
SU Groups - Applies to privileged Systems Engineers.

Operator Group: ☐ dstnops (Production Control)
Administrator Groups: ☐ dba ☐ sysadmin
Application Groups: ☐ dstnse (SE's) ☐ applset (Oracle Fin. SE's)
SU Groups: ☐ suoracle (DBA only) ☐ suoracc (DBA only) ☐ suapplmgr (Oracle Fin, **Auth. Users**)

*Must mark dstnse above to receive the group(s) below.

(**Authorized Users Only**)

TEST/DEV	MODEL OFFICE	UAT	PRODUCTION	CONVERSION
☐ sudstntest	☐ sudstnmod	☐ sudstnacc	☐ sudstnprod	☐ sudstnconv
☐ sudstnmart	☐ sudstnmarm	☐ sudstnmara	☐ sudstnmarp	
☐ sudstndsst	☐ sudstndssm	☐ sudstndssa	☐ sudstndssp	
		(RFS#_____)	(RFS#_____)	

VCTL Access
Check the appropriate box to identify the source control function required for the development server.

☐ **Test/Dev**

Authorized Users Only:

☐ **Mod** ☐ **ACC** ☐ **Prod** ☐ **Delete** ☐ **Reset User ID**

For security admin use only: Requested Date: _____ Completion Date: _____

Oracle Database Access

Access Levels: Mark one or both

☐ Application Access ☐ SQL Plus Access (SE's)

Select "Read" for query only or "Modify" for query and update.

(**Authorized Users Only**)

TEST	MODEL OFFICE	UAT	PRODUCTION	CONVERSION	DOCO TOOL/TRAIN
__ tnmist1	__ tnmism1	__ tnmisa1	__ tnmisp1	__ tncust	__ tndocp1
__ tnmart1	__ tnmarm1	__ tnmara1	__ tnmarp1	__ tnconv	__ tnmisc1
__ tnsurt1	__ tnsurm1	__ tnsura1	__ tnsurp1		

Additional needs: _____

Note: If the network segment your workstation resides on does not have access to the database hosts then you will need a permanent/static IP address assigned and a security exception to allow access.

Workstation's IP Address: __ . __ . __ . __ Workstation's MAC: __ - __ - __ - __ - __ - __

Note: You may use the "ipconfig /all" command from within a dos/cmd window to determine the values.

For security admin use only: Requested Date: _____ Completion Date: _____

Server Level Access Requirements Section

Check if Required		Subsystem	Location	Make/Model	Description	Name
Read	Write					
☐	☐	IM Development	310 Great Circle	Sun V880	Development, MO, Training/Siebel	dstnsun10
☐	☐	IM Development	310 Great Circle	Sun Rack model 1602R	Development, UAT, MO (supports everything in rack)	
☐	☐	IM Development	310 Great Circle	Sun 280R	Development/FileNet	dstnsun13
☐	☐	IM Development	310 Great Circle	Sun 280R	Development/FileNet	dstnsun12
☐	☐	IM Development	310 Great Circle	Sun 280R	MO/FileNet	dstnsun15
☐	☐	IM Development	310 Great Circle	Sun 280R	UAT/FileNet	dstnsun14
☐	☐	IM Development	310 Great Circle	Sun V880	UAT/Siebel	dstnsun11
☐	☐	InterChange Development	310 Great Circle	Sun SunFire 4800	Development/dstnsun0 interChange	dstnsun0

NOTE: Read/Write-level Access for servers located in the OIR Data Center require an additional form.

Check if Required		Subsystem	Location	Make/Model	Description	Name
Read	Write					
☐	☐	Information Management	OIR Data Center	Sun 280R	Filenet Application Server	AH0119006UB01 (cold MRII server)
☐	☐	Information Management	OIR Data Center	Sun 280R	Filenet Database Server	AH0119006UB01 (db server)
☐	☐	Information Management	OIR Data Center	Sun Disk Arrays	InterChange	
☐	☐	Information Management	OIR Data Center	Sun Disk Arrays	InterChange	
☐	☐	Information Management	OIR Data Center	Sunfire 4800	InterChange History	dstnsun2
☐	☐	Information Management	OIR Data Center	Sun V880	Master Server for BAN	AH0119006UB04
☐	☐	Information Management	OIR Data Center	Sun V880	Siebel Active Database	AH0119006UB02
☐	☐	Information Management	OIR Data Center	Sun V880	Siebel Passive Database	AH0119006UB03
☐	☐	Information Management	OIR Data Center	Sun Tape Library	Sun Tape Library	
☐	☐	InterChange Online/Oracle Financials 805 (backend)	OIR Data Center	Sunfire 4800	Oracle Financials and InterChange Online	dstnsun1
☐	☐	InterChange/all	OIR Data Center	Sun Tape Library	Sun Tape Library	
☐	☐	Oracle Financials	OIR Data Center	Sun Fire V120	Oracle Financials Web Server	

Check if Required		Subsystem	Location	Make/Model	Description	Name
Read	Write					
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Fraud & Abuse (Business Objects Broadcast Application)	AH5719006WA001
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Fraud & Abuse (Business Objects Broadcast Application)	AH5719006WA002
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Business Objects Broadcast Application Server	AH5719006WA003
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	TennCare Spare Hardware - HP Server	AH5719006WA004
☐	☐	Windows Production	OIR Data Center	Dell 2650	Filenet Fax Server	AH5719006WA005
☐	☐	Windows Production	OIR Data Center	Dell 2650	Filenet Fax Server	AH5719006WA006
☐	☐	Windows Production	OIR Data Center	Dell 2650	Mail Merge Server	AH5719006WA007
☐	☐	Windows Production	OIR Data Center	Dell 2650	Siebel Application Server & Gateway	AH5719006WA008
☐	☐	Windows Production	OIR Data Center	Dell 2650	Siebel Application Server	AH5719006WA009
☐	☐	Windows Production	OIR Data Center	Dell 2650	Siebel Application Server	AH5719006WA010
☐	☐	Windows Production	OIR Data Center	Dell 2650	FileNet IDL Application Server	AH5719006WA011
☐	☐	Windows Production	OIR Data Center	Dell 2650	FileNet Image Rendering Server/Remote Fax	AH5719006WA012
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Interchange Web Server	AH5719006WW001
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Interchange Web Server	AH5719006WW002
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Interchange Web Server	AH5719006WW003
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	NetIQ WebTrends Site Analyzer Server	AH5719006WW004
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Siebel Web Server	AH5719006WW005
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Siebel Web Server	AH5719006WW006
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Filenet Web Server	AH5719006WW007
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Filenet Web Server	AH5719006WW008
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Filenet Web Server	AH5719006WW009
☐	☐	Windows Production	OIR Data Center	Compaq DL380 G3	Filenet Web Server	AH5719006WW010

☐ Other: _____ (enter description)

TennCare TCMIS Security/Information Request Form

TennCare Oracle Financial Applications

Note: If the network segment your workstation resides on does not have access to the database hosts then you will need a permanent/static IP address assigned and a security exception to allow access.

Workstation's IP Address: **.** **.** **.** Workstation's MAC: **-** **-** **-** **-** **-**

Note: You may use the "ipconfig /all" command from within a dos/cmd window to determine the values.

For security admin use only: Requested Date: _____ Completion Date: _____

Platforms:

☐ Test	☐ Model Office	☐ UAT	☐ Production

Oracle Financials Responsibilities   Check All That Apply

☐	AP Admin	☐	GL Admin	☐	PM Admin
☐	AP Accountant	☐	GL Manager	☐	PM Cash
☐	AP Supplier Mgmt.	☐	GL Superuser	☐	PM Inquiry
☐	AP Inquiry	☐	GL Inquiry	☐	PM Manager
☐	AP Superuser	☐	GL COA Maintenance	☐	PM Member Services
☐	AP Cash Management	☐		☐	TennCare Production Support
☐		☐		☐	Other: _____

TennCare Fraud and Abuse Application (Check All Profile Options that Apply)

Test	Model Office	UAT	Production
☐ FRDUPDATE	☐ FRDUPDATE	☐ FRDUPDATE	☐ FRDUPDATE
☐ FRDADHOC	☐ FRDADHOC	☐ FRDADHOC	☐ FRDADHOC
☐ FRDPROVIDER	☐ FRDPROVIDER	☐ FRDPROVIDER	☐ FRDPROVIDER
☐ FRDRECIPIENT	☐ FRDRECIPIENT	☐ FRDRECIPIENT	☐ FRDRECIPIENT
☐ FRDALL	☐ FRDALL	☐ FRDALL	☐ FRDALL
☐ FRDETG	☐ FRDETG	☐ FRDETG	☐ FRDETG
☐ FRDRANDOM	☐ FRDRANDOM	☐ FRDRANDOM	☐ FRDRANDOM
☐ FRDCASETRACKUPDT*(PICS)	☐ FRDCASETRACKUPDT*(PICS)	☐ FRDCASETRACKUPDT*(PICS)	☐ FRDCASETRACKUPDT*(PICS)
☐ FRDCASETRACKVIEW*(PICS)	☐ FRDCASETRACKVIEW*(PICS)	☐ FRDCASETRACKVIEW*(PICS)	☐ FRDCASETRACKVIEW*(PICS)

*User assigned to profile through the database and not the application

☐ Send reports for COLD (Access to Fraud and Abuse COLD directory on State network)

For security admin use only: Requested Date: _____ Completion Date: _____

TennCare Management and Administrative Reporting (MAR) Application

Select Non-CMS, CMS Read Only, CMS Update, or leave blank.

___ **User Acceptance Windows**   ___ **Production Windows**   ___ **Test**   ___ **Model Office**

In order to access MAR there must be interchange access **and** the MARSACCESS profile for interchange selected.

For security admin use only: Requested Date: _____ Completion Date: _____

TennCare TCMIS Security/Information Request Form

TennCare Information Management Application

Select I for Inquiry, U for Update, or leave blank.

___ Production Windows   **___ User Acceptance Windows**   **___ Training Windows**

___ SIT (Model Office)

RRI Imaging Mark one or more.   ☐ **FileNet (Check if you will need to view or**
                                              print reports in FileNet storage. Then select the
☐ Scan   ☐ Key   **profiles below.)**
☐ Index   ☐ Inventory
☐ SQA   ☐ Audit   ☐ BHO   ☐ Claims   ☐ Contract Mgmt.
                             ☐ Drug Rebate   ☐ EDI   ☐ Encounters
                             ☐ EPSDT   ☐ Financial   ☐ Fraud & Abuse
                             ☐ Letters   ☐ MAR   ☐ Med Buy-in
                             ☐ Oracle Acct. ☐ Oracle Prem. ☐ Prior Auth.
                             ☐ Provider.   ☐ Recip.-Elig   ☐ Recip.-Enroll.
                             ☐ Reference   ☐ Remitt. Advice ☐ System Wide
                             ☐ TPL   ☐ Waivers

For security admin use only:

Requested Date: _____   Completion Date: _____   Requested Date: _____   Completion Date: _____

Information Management Profile Options (Check Job Classification)

EDS-OPS	Internal Audit
☐ Manager	☐ User
☐ Imaging Coordinator	
☐ Imaging Clerk	

TennCare TCMIS Security/Information Request Form

SIEBEL ACCESS (Select the appropriate box)

☐ Production   ☐ UAT   ☐ Test   ☐ Model

For security admin use only:

Requested Date: _____   Completion Date: _____

Siebel Profile Options — Check All That Apply

EDS OPERATIONS SCANNED BATCHES

☐	Claims	☐	ME cks.	☐	RTP HCFA
☐	Adjust-CR	☐	ME Pkt.	☐	RTP UB92
☐	Adjust-NCR	☐	Patient Liability	☐	Reprocess
☐	Buy-Ins	☐	Premium Ck.	☐	Sp. Mailing
☐	Certif. of Dep.	☐	Prem. Statement – Add. Chg.	☐	Remittance Advice (Report)
☐	General Correspondence	☐	Presumptive Elig.	☐	QC
☐	MCO Change	☐	Prov. Ck.		

InterChange Correspondence (Letters)

Claims

☐	All Claims Letters	☐	DL- May be Billed – 463-Current (CLM-0066-E-A0)	☐	DL – Should Not Be Billed - History (CLM-0067-D-A1)
☐	Daniel Letter – May Be Billed Current (CLM-0066-D-A0)	☐	DL – May Be Billed 463 - History (CLM-0066-E-A1)	☐	DL – Should Not Be Billed - History (CLM-0067-D-A1)
☐	DL- May be Billed – History (CLM-0066-D-A1)	☐	DL – Should Not Be Billed - Current (CLM-0067-D-A0)		

Drug Rebate

☐	Late Pymt Reminder Letter (RBT-1)	☐	Late Pymt Notice Letter (RBT-3)	☐	Invoice Cover Letter (RBT-INV)

Eligibility

☐	All Elig Letters	☐	Initial Waiv Nt (ELG-0573-D)	☐	30 day Reminder-OOS (MGD-0307-D)
☐	Chge Addr (ELG-0111-D)	☐	Waiv Rt to Enrollee (ELG-0575-D)	☐	30 Day Remi (MGD-0308-D)
☐	Person added to existing case (ELG-0113-D)	☐	ME Den-New add (ELG-0603-D)	☐	ME Denial –Redeter (MGD-0309-D)
☐	SSN Chg (ELG-0116-D)	☐	TC Std den w/o me Pkt–new add(elg-0604-D)	☐	Std Den ME Pkt Redeter (MGD-0310-D)
☐	Term note: Redeter– No ME App Rt (ELG-0185A-D)	☐	TC std den with pkt-new Add (ELG-0605-D)	☐	Std Den Redeter (MGD-0311-D)
☐	Term- Rdtmt App-ME App Incom (ELG-0185C-D)	☐	Enr Child SSI Elig (MGD-0341-D)	☐	Me App Wout Prem-Redet (MGD-0312-D)
☐	185- ME Time Out- Elec Vrs (ELG-0185-D)	☐	T08- Termin (MGD-0324-D)	☐	ME App With Prem-Redet (MGD-0313-D)
☐	Corr -17,000 (ELG-0226-D)	☐	Prem Arrears-1st Noti (PRM-0052-D)	☐	TC Std Wout Prem- Redete (MGD-0314-D)
☐	Medicaid Extend (ELG-0650-M)	☐	Term Prem Arrears-Fin Noti (PRM-0056-D)	☐	TC Std With Prem- Redete (MGD-0315-D)
☐	Susp Noti (ELG-0110-D)	☐	Presum Elig w MCO Chg Opt (MGD-0319-D)		
☐	Reinstate Note (ELG-0112-D)	☐	Presum Elig W No MCO Chg (MGD-0320-D)		
☐	Reinstate Note (ELG-0112-D)	☐	T03- Termin (MGD-0103-D)		
☐	Cert Grp Hlth Cov(ELG-0131-W)	☐	New ME Appr w Prem –Wo MCO (MGD-0148A-D)		
☐	Cert Grp Hlth Cov (ELG-0131-W)	☐	New Appl ME Appr W Prem (MGD-0148-D)		
☐	Term-New App-ME Income (ELG-0185B-D)	☐	T01- Termi (MGD-0301-D)		
☐	Intl Waiv Out of St (ELG-0572-D)	☐	90 Day Termi (MGD-0306-D)		

TennCare TCMIS Security/Information Request Form

InterChange Correspondence (Letters) Cont.		
Enrollment		
☐ All Enrollment Letters	☐ BHO- B5 Letter-Enhanced Benefit (MGD-0325-D)	☐ Medicaid With MCO Chg Op2 (MGD-0338-D)
☐ ME Appr Wout Prem Wout MCO Chg (MGD-0316-D)	☐ BHO- B2 Letter Fro St Only (MGD-0326-D)	☐ New Hth Plan Noti Letter (MGD-0350-D)
☐ ME Appr Wo Prem w Chg- Add (MGD-0317-D)	☐ BHO- B2 Letter Fro St Only (MGD-0326-D)	☐ New Hlth Plan Noti Letter (MGD-0351-D)
☐ No MCO Chg Option (MGD-0322-D)	☐ MCO Transfer Letter (MGD-0327-D)	
EPSDT		
☐ All EPSDT Letters	☐ Over Due Notification (EPS-0101-M)	
☐ Re-Notification Letter (EPS-0100-M)	☐ Screening Notification Letter (EPS-9001-W)	
Financial		
☐ Prov Accts Receivable Notification Letters (FIN-9120-D)	☐ Prov Accts Receivable Notification Letters (FIN-9122-D)	
Prior Auth		
☐ Prior Authorization Notices (PAU-0001-D)		
Provider		
☐ All Prov Letters	☐ PH3535 - Enroll Track (PRV-9100-D)	☐ PH3542-Agree lev2 Nursing Sv (PRV-9109-R)
☐ Prov Enroll Track (PRV-9002-R)	☐ PH3536- Fac Agree Cover Letter (PRV-9103-R)	☐ PH3543-Agree for ICFMR Serv (PRV-9110-R)
☐ Enroll Track Rtn to Prov (PRV-9007-R)	☐ PH3537- New Prov Welcome(PRV-9104-D)	☐ PH3544- Agree Interm Care Fc (PRV-9111-R)
☐ Prov Mass Rate Note (PRV-9011-R)	☐ PH3538-Grp Affiliation (PRV-9105-D)	☐ PH3545-Agree Imp and Out (PRV-9112-R)
☐ Chg Rqst Rtn to Prov (PRV-9012-R)	☐ PH3539-Fac Chg in Ownship (PRV-9106-R)	☐ MCC Sanction (PRV-9120-R)
☐ MCO Unif Id # (PRV-9015-D)	☐ PH3540-DOH Contract (PRV-9107-R)	☐ Prov Conversion Letter (PRV-9999-R)
☐ Enroll Denial (PRV-9035-R)	☐ PH3541-Agree lev1 Nurs Sv (PRV-9108-R)	
TPL		
☐ All TPL Letters	☐ Casualty Insur Agent Letter 2 (TPL-9004-W)	☐ Reci Verif (TPL-9011-W)
☐ Casualty Attny Letter 1 (TPL-9001-W)	☐ Carrier Verf (TPL-9007-W)	☐ Absent Parent Verif (TPL-9012-W)
☐ Casualty Attny Letter 2 (TPL-9002-W)	☐ Prov Discrep (TPL-9008-W)	☐ Employee Verfi (TPL-9013-W)
☐ Casualty Insur Agent Letter 1 (TPL-9003-W)	☐ Accident Trauma Quest (TPL-9010-M)	☐ Accident Trauma Quest Follow-up (TPL-9014-M)

TO VIEW CLAIMS: YES ☐ NO ☐

TennCare TCMIS Security/Information Request Form

ProLaw Access

Please describe the access needed.

Access:

Note: ProLaw access from outside the TennCare facility (Metro Center) requires a permanently leased or statically assigned IP Address. This may be requested on this form.

Returned to requestor on date: _____ - please supply additional description and/or _____.

For security admin use only: Requested Date: _____   Completion Date: _____

Workstation User Installation Worksheet

Floor: _____   Cube#: _____

Building Location: _____

In Service Date: _____   Transfer Date: _____   Transferred To: _____

Equipment Description: _____

CPU Manufacturer: _____   Model: _____   Tag #: _____   S/N: _____

Monitor Manufacturer: _____   Model: _____   S/N: _____

Docking Station: Tag #: _____   S/N: _____

Printer Manufacturer: _____   Model: _____   Tag #: _____   S/N: _____

For security admin use only: Requested Date: _____   Completion Date: _____

Permanent-Lease / Statically Assigned IP Address

Type of address needed (mark one only).

☐ Statically assigned   ☐ Permanently Leased   ☐ Either statically assigned or permanently leased

Workstation's current configuration

IP Address: **.**   **.**   **.**   MAC: **-**   **-**   **-**   **-**   **-**

     Note: You may use the "ipconfig /all" command from within a dos/cmd window to determine the values.

For security admin use only: Requested Date: _____   Completion Date: _____

ERwin Model Mart Access: ☐ Inquiry Only   ☐ Update - Authorized Users Only

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For security admin use only: Requested Date: _____   Completion Date: _____